

Airport Development Fund

Airport Commission

Mission/ Summary

Mission

The mission of Waukesha County Airport is to maximize the net economic and recreational benefit it provides to the Southeastern region of Wisconsin by being a leader in ensuring quality facilities and services are available to all users; to oversee and undertake proactive and environmentally sensitive development, construction, and improvements to equipment and facilities through short and long range planning, as well as to establish systems to maintain such existing and future improvements. Airport operations shall provide for the safety, convenience, and needs of all members of the aviation community while maintaining cooperation and coordination with all levels of government. The airport shall additionally operate and promote itself in a fiscally prudent manner, working toward reducing its dependency on County taxpayers.

Financial Summary

	2002 Actual	2003 Adopted Budget	2003 Estimate	2004 Budget	Change from 2003 Adopted Budget	
					\$	%
Airport Development Fund						
Personnel Costs	\$186,214	\$202,156	\$201,284	\$213,854	\$11,698	5.8%
Operating Expenses	\$792,016	\$817,646	\$776,284	\$818,876	\$1,230	0.2%
Interdept. Charges	\$34,766	\$48,921	\$43,452	\$44,361	(\$4,560)	-9.3%
Fixed Assets (Memo)(a)	\$0	\$0	\$60,000	\$0	\$0	N/A
Total Expenditures (a)	\$1,012,996	\$1,068,723	\$1,021,020	\$1,077,091	\$8,368	0.8%
General Government	\$0	\$0	\$0	\$0	\$0	N/A
Fine/Licenses	\$0	\$0	\$0	\$0	\$0	N/A
Charges for Services	\$584,749	\$605,093	\$580,537	\$613,461	\$8,368	1.4%
Interdepartmental	\$0	\$0	\$0	\$0	\$0	N/A
Other Revenue (b)	\$14,319	\$192,177	\$192,177	\$192,177	\$0	0.0%
Total Revenues	\$599,068	\$797,270	\$772,714	\$805,638	\$8,368	1.0%
Operating Income/(Loss)(a)	(\$413,928)	(\$271,453)	(\$248,306)	(\$271,453)	\$0	0.0%
Tax Levy (c)	\$413,928	\$271,453	\$248,306	\$271,453	\$0	0.0%
Position Summary (FTE)						
Regular Positions	3.00	3.00	3.00	3.00	0.00	
Extra Help	0.00	0.00	0.00	0.00	0.00	
Overtime	0.00	0.00	0.00	0.00	0.00	
Total	3.00	3.00	3.00	3.00	0.00	

(a) Total expenditures and net operating income exclude capitalized fixed asset purchases to conform to financial accounting standards. Fixed asset purchases will be made out of cash balances and are included in the Airport's fixed asset request.

(b) Includes Airport fund balance of \$173,977 in 2003 and 2004 to offset depreciation expense on assets expected to be replaced in future years with outside (non-County) funding.

(c) Tax Levy and planned use of fund balance funds the estimated operating loss. Actual tax levy in 2002 to offset the actual operating loss was \$271,453.

Departmental Objectives

1. Design, bid, and perform reconstruction of Runway 18/36 to improve overall operational safety, as well as becoming safety area compliant as required by the FAA (2nd quarter 2004, Goal 2.2).
2. Design, bid, and construct Phase II of the Southeast Hangar Area to provide the required infrastructure for the forecasted hangar development demand, as well as achieving economies of scale by including it with the Runway 18/36 reconstruction project (2nd quarter 2004, Goal 2.2).
3. Create a Storm Water and Utility Master Plan to develop a comprehensive study for future management of the system, as well as achieving economies of scale by including it with the Runway 18/36 Reconstruction project (2nd quarter 2004, Goal 2.2).
4. Design, bid, and construct a perimeter road to improve overall operational safety for ground vehicles accessing the airfield, as well as achieving economies of scale by including it with the Runway 18/36 Reconstruction project (2nd quarter 2004, Goal 2.2).
5. Design, bid, and construct an extension to the terminal parking lot to improve efficiency for airport customers. This project may be able to achieve economies of scale with the possibility of including it with the Runway 18/36 Reconstruction project (2nd quarter 2004, Goal 2.2).
6. Perform repairs on Runway 10/28 to improve overall operational safety and extend the useful life of the runway (2nd quarter 2004, Goal 2.2).
7. Update the State 6-year and County 5-year Capital Project Plans to insure the availability of adequate funds at the appropriate time (1st quarter 2004, Goal 2.1).
8. In conjunction with the Department of Parks and Land Use, develop a comprehensive land use plan/business plan for the Expo Center and Airport grounds to be reviewed and approved by standing committees and the County Board. (3rd quarter 2004)

Major Departmental Strategic Achievements from 7/01/02 to 6/30/03

1. Received offer from Senator Kohl to sponsor language in the 2004 FAA reauthorization bill to have the runway 18/36 reconstruction included as a priority project. If approved, it would qualify the projects in departmental objectives 1, 2, 3, and 4 for 90/5/5 cost share (1st quarter 2003, Goals 4.4 and 5.1). The Airport would receive approximately \$4 million for projects, most of which are safety related or infrastructure replacement work outlined in the Airport Master Plan for approximately \$200,000 County share.
 2. Designed and printed initial run of brochures regarding County Height Limitation Zoning Ordinance for distribution to local municipalities to protect airspace around Airport from encroachment by construction cranes. These were funded totally by the Bureau of Aeronautics (2nd quarter 2003, Goals 1.2 and 3.2).
 3. Conducted full-scale Airport disaster exercise to test the Airport Emergency Plan in action and revised the plan as necessary.
 4. Updated the State 6-year and County 5-year Capital Project Plans to insure the availability of adequate funds at the appropriate time (1st quarter 2003 Goal 2.1)
 5. Completed construction of Control Tower Base Building in order to meet FAA requirements (1st quarter 2003, Goal 2.2).
 6. Installed tower equipment identified by FAA to improve overall operational safety as well as maintain inclusion in Contract Tower Program (1st quarter 2003, Goal 3.2).
 7. Completed a security plan for the Airport in compliance with State Bureau of Aeronautics recommendations (4th quarter 2003, Goal 3.2).
 8. Completed re-painting of runway hold short markings, which was required and fully funded by the State Bureau of Aeronautics (3rd quarter 2003, Goal 3.2).
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Airport Development Fund

Airport Commission

Program

Building, Grounds & Ramp Operations/Fixed Based Operator

Program Description

Maintain and schedule the maintenance of the Airport grounds, infrastructure, and equipment as necessary to ensure a safe airfield operation. Schedule and monitor contracted maintenance services to track the condition of Airport buildings and associated equipment. Monitor the contract for performing and providing aeronautical services and parking ramp operations.



Performance Measures	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
% of Land Lease Capacity filled					
Southeast Hangar Area	96%	93.5%	96%	96%	2.5%
Southwest Hangar Area	31.6%	47.4%	42.1%	42.1%	(5.3%)
Ramp Area	33.3%	50.0%	33.3%	33.3%	(16.7%)
Corporate Hangar Area	12.5%	25.0%	12.5%	12.5%	(12.5%)

Staffing (FTE)	0.94	0.94	0.94	0.94	0.00
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Personnel Costs	\$61,330	\$67,593	\$67,141	\$71,689	\$4,096
Operating Expenses	\$695,534	\$717,049	\$679,598	\$709,904	(\$7,145)
Interdept. Charges	\$20,036	\$27,083	\$25,524	\$25,852	(\$1,231)
Fixed Assets (memo)(a)	\$0	\$0	\$0	\$0	\$0
Total Expenditures:	\$776,900	\$811,725	\$772,263	\$807,445	(\$4,280)
Charges for Services	\$559,958	\$579,682	\$555,200	\$587,526	\$7,844
Other Revenue	\$14,319	\$192,177	\$192,177	\$192,177	\$0
Total Revenues:	\$574,277	\$771,859	\$747,377	\$779,703	\$7,844
Operating Income/(Loss)	(\$202,623)	(\$39,866)	(\$24,886)	(\$27,742)	\$12,124
Tax Levy	\$202,623	\$39,866	\$24,886	\$27,742	(\$12,124)



Program Highlights

Personnel costs increase for existing staffing mainly due to salary merit increases and the rise in health insurance and other related benefit costs. Operating expenses decrease from the prior year budget mostly due to depreciation, budgeted at \$284,961, due to delays in a number of capital projects. This is offset with snow removal costs budgeted at \$269,953 with an increase of \$7,093. Pavement maintenance also increases \$2,700. There is a distinct possibility that the State Bureau of Aeronautics will be reducing its workforce and program structure in the near future. One of the programs that may be cut involves the pavement-marking program, which means that the State will no longer be able to fund this annual occurrence at the airport.

Charges for Services revenues increase by \$7,844 to \$587,526 due to increases in fuel flowage and land lease revenues. Fuel flowage fee revenue increased by \$7,822 over the 2003 budget to \$101,397 as this revenue source has risen steadily since the third quarter of 2001. Land lease revenue increases \$12,870 to \$198,954 in 2004. Other revenues includes \$173,977 of airport fund balance appropriation, the same as the prior budget to fund the County capitalized asset related depreciation expenses.



Activity	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Total Airport Buildings	14	14	14	14	0
Square Yards of Pavement	434,774	447,677	434,774	447,677	0
Acres of grass to be mowed	350.25	341.48	350.25	341.48	0

Control Tower & Fueling Operations

Program Description

Air Traffic Control Tower facility and operations. Fuel farm operations.



Performance Measures	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Based Aircraft	225	228	225	228	0
Gallons Sold/Operation Ratio	11.82	8.78	10.87	10.87	2.09

Staffing (FTE)	0.11	0.11	0.11	0.11	0.00
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Personnel Costs	\$6,835	\$7,541	\$7,484	\$7,993	\$452
Operating Expenses	\$77,416	\$72,662	\$81,916	\$90,104	\$17,442
Interdept. Charges	\$6,419	\$6,930	\$6,669	\$7,236	\$306
Fixed Assets (memo)(a)	\$0	\$0	\$60,000	\$0	\$0
Total Expenditures:	\$90,670	\$87,133	\$96,069	\$105,333	\$18,200
Charges for Services	\$24,791	\$25,411	\$25,337	\$25,935	\$524
Other Revenue	\$0	\$0	\$0	\$0	\$0
Total Revenues:	\$24,791	\$25,411	\$25,337	\$25,935	\$524
Operating Income/(Loss)	(\$65,879)	(\$61,722)	(\$70,732)	(\$79,398)	(\$17,676)
Tax Levy	\$65,879	\$61,722	\$70,732	\$79,398	\$17,676

a) Total expenditures and net operating income exclude capitalized fixed asset purchases to conform to financial accounting standards. Fixed asset purchases will be made out of cash balances and are included in the Airport's fixed asset request.



Program Highlights

Personnel costs remain relatively stable from the prior year budget with no change in staffing levels. Operating expenses in this program area increase \$17,442 from the 2003 budget due to depreciation of the new tower equipment, the addition of the base building, and the assumed depreciation on the extra fuel storage tank to meet growing demand. The fuel tank is anticipated to be purchased in 2003. Interdepartmental charges remain fairly stable compared to the 2002 budget.

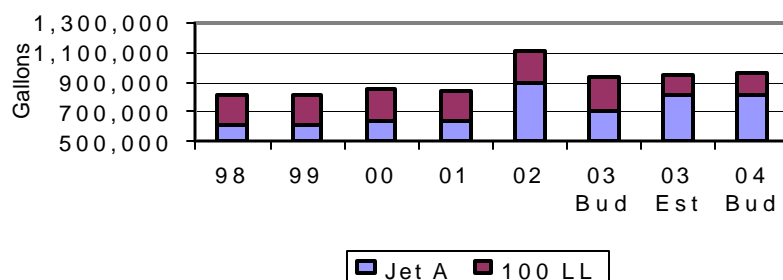
Charges for services revenues are anticipated to increase slightly for the fuel farm lease, which results from the CPI increase being relatively low over the past year.



Activity	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Control Tower Operations (takeoffs and landings)	102,891	106,566	104,836	104,836	(1,730)

Fuel Purchases:

Jet A	893,047	708,154	806,136	810,268	102,114
100 LL	<u>212,612</u>	<u>227,600</u>	<u>148,045</u>	<u>148,872</u>	<u>(78,728)</u>
Total	1,105,659	935,754	954,181	959,140	23,386



Administrative Services

Program Description

Administrative Services is responsible for coordinating and providing efficient administrative/clerical support for the Airport's development and operations.



Performance Measures	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Land Leases	40	44	42	46	2

Staffing (FTE)	1.95	1.95	1.95	1.95	0.00
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Personnel Costs	\$118,049	\$127,022	\$126,659	\$134,172	\$7,150
Operating Expenses	\$19,066	\$27,935	\$14,770	\$18,868	(\$9,067)
Interdept. Charges	\$8,311	\$14,908	\$11,259	\$11,273	(\$3,635)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures:	\$145,426	\$169,865	\$152,688	\$164,313	(\$5,552)
Other Revenue	\$0	\$0	\$0	\$0	\$0
Total Revenues:	\$0	\$0	\$0	\$0	\$0
Operating Income/(Loss)	\$145,426	\$169,865	\$152,688	\$164,313	(\$5,552)
Tax Levy	\$145,426	\$169,865	\$152,688	\$164,313	(\$5,552)



Program Highlights

Personnel costs increase for the current staffing level, mainly due to the rise in health insurance costs. Operating expenditures are reduced \$9,067 from the 2003 budget mainly due to eliminating the consultant marketing services. Interdepartmental charges are decreasing from the 2003 budget mainly due to the reduction in costs for postage and printing for the Airport newsletter, which will only be distributed over the Internet. There are no revenues in this program area.



Activity

CURRENT AND PROPOSED CAPITAL PROJECTS:		Expected	County	Estimated Annual Operating Impact		
Project		Completion	Project	Revenues/	Total Rev/	
# Project		Year	Cost	(Expend)	Depreciation	(Expend)
Name						
9608 Avigation/Easement Acquisition		2004	\$50,000	\$0	\$0	\$0
200105 Control Tower Base Building		2003	\$45,000	\$0	(\$1,480)	(\$1,480)
200021 Southeast Hangar Area Phase II		2004	\$600,000	\$44154	\$(33,400)	\$10,754
200104 Terminal Building Parking Lot		2004	\$34,100	(\$5,000)	(\$2,900)	(\$7,900)
200308 Runway 18/36 Reconstruction		2004	\$380,000	\$0	(\$21,254)	(\$21,254)
200312 Storm Water Master Plan & Utility Mapping		2004	\$31,000	\$0	(\$1,550)	(\$1,550)